



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE  
BOARD OF ARCHITECTS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, September 4, 2019 at 1:00 p.m.</b>
<b>PLACE:</b>	<b>Division of Professional Regulation 861 Silver Lake Blvd., Conference Room B Cannon Bldg., Dover, Delaware 19904</b>
<b>MINUTES FOR APPROVAL:</b>	<b>October 9, 2019</b>

**MEMBERS PRESENT**

Paul Guggenberger, Professional Member, President  
Daniel Ridgely, Professional Member, Secretary  
Bryan Hutchison, Professional Member  
John Lynch, Public Member  
Herbert Russell, Public Member  
Laura Willey, Public Member  
Todd Breck, Professional Member (arrived at 1:36 p.m.)

**MEMBERS ABSENT**

Robert Maffia, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Jennifer Witte, Administrative Specialist II

**OTHERS PRESENT**

Nancy Payne  
Joseph Jancuska

**CALL TO ORDER**

Mr. Guggenberger called the meeting to order at 1:34 p.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Lynch, seconded by Mr. Russell, to approve the minutes from the July 10, 2019 meeting as presented. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

There was no unfinished business before the Board.

## **NEW BUSINESS**

### **Ratify Reciprocity Applications – NCARB Certificates**

A motion was made by Mr. Hutchison, seconded by Mr. Ridgely, to approve the ratified architect applications of Kenneth Van Tine, David Asfour, Peter Dykema, Brad Groff, Matthew Conte, Laurel Martin, Sara-Ann Patterson, Andrew Ciarniello, James Stedman, Thomas D'Arrigo, Tomi Hikida, Stancliff Elmore, Ehren Gaag, Jeffrey Neighbors, Erik Matthews, Benjamin Olson and Jeffrey Todd. The motion was unanimously carried.

### **Complaint Status**

#07-02-17 Dismissed

#07-02-18 Referred to the Attorney General's Office

### **Ratify Certificate of Authorization Applications**

A motion was made by Mr. Hutchinson, seconded by Ms. Willey, to approve the ratified certificate of authorization applications of M.D. Architects, P.C., Shepley Bulfinch Richardson and Abbott, Inc., Trileaf Corporation, HDR Architecture, Inc., Johnstone & Ilis, LLC. and Tipton Associates, APAC. The motion was unanimously carried.

### **Ratify Architect Applications**

A motion was made by Mr. Hutchison, seconded by Ms. Willey, to approve the ratified architect applications of Keith Gibson and Joel Trexler. The motion was unanimously carried.

### **Review and Consider Executed Consent Agreement - Joseph M. Jancuska, #S5-0006166, Case #07-01-18**

After review and deliberation, a motion was made by Mr. Breck, seconded by Mr. Hutchison, to accept the Consent Agreement of Joseph Jancuska as written. The motion was carried by Mr. Guggenberger, Mr. Lynch, Mr. Russell and Ms. Willey. Mr. Ridgely recused himself.

### **Review Reciprocity Applications – NCARB Certificate**

After review, a motion was made by Mr. Guggenberger, seconded by Mr. Breck, to approve the reciprocity application of April Pottorff. The motion was unanimously carried.

## **CORRESPONDENCE**

NCARB sent a letter to the Board to extend their thanks for attending the recent Centennial Annual Business Meeting in Washington DC. In addition, they sent our jurisdiction's worksheet from the One New Idea strategic planning training session.

## **OTHER BUSINESS BEFORE THE BOARD**

After a brief discussion, a motion was made by Mr. Guggenberger, seconded by Mr. Breck, to audit 5% of the licensees, 100% of the licensees that renew late and any licensee that had disciplinary action in the last renewal period in the 2020 post-renewal audit.

### **PUBLIC COMMENT**

There was no public comment.

### **NEXT MEETING**

The next meeting will be October 9, 2019 at 1:30 p.m. in Conference Room C.

### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Ridgely, seconded by Mr. Hutchison, to adjourn the meeting at 2:02 p.m. The motion unanimously carried.

Respectfully submitted,

*Jennifer L. Witte*

Administrative Specialist II